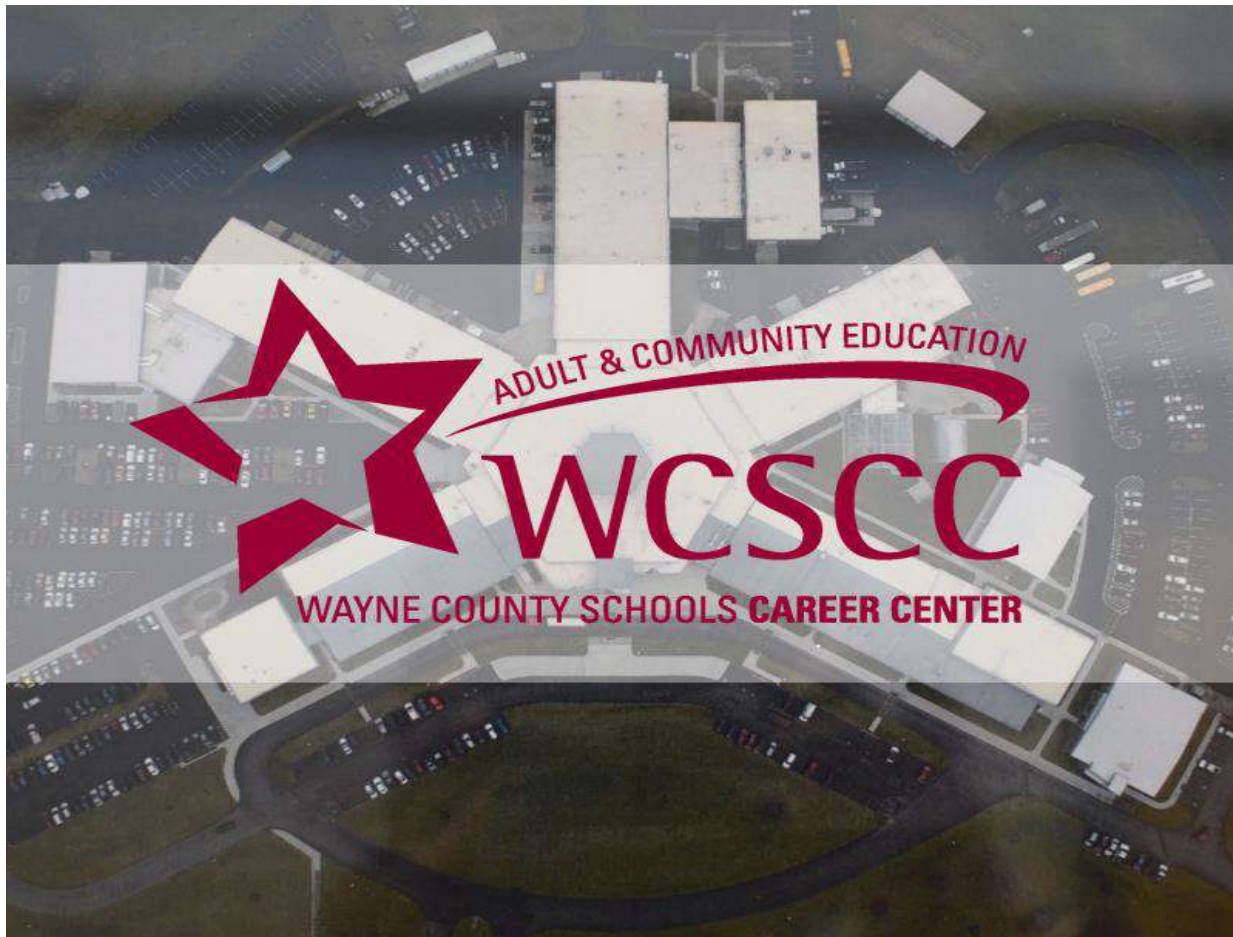




Annual Security Report

2019





This information is provided by Wayne County Schools Career Center (WCSCC) in compliance with the Jeanne Clery Act and Drug Free Schools and Campuses Regulations.

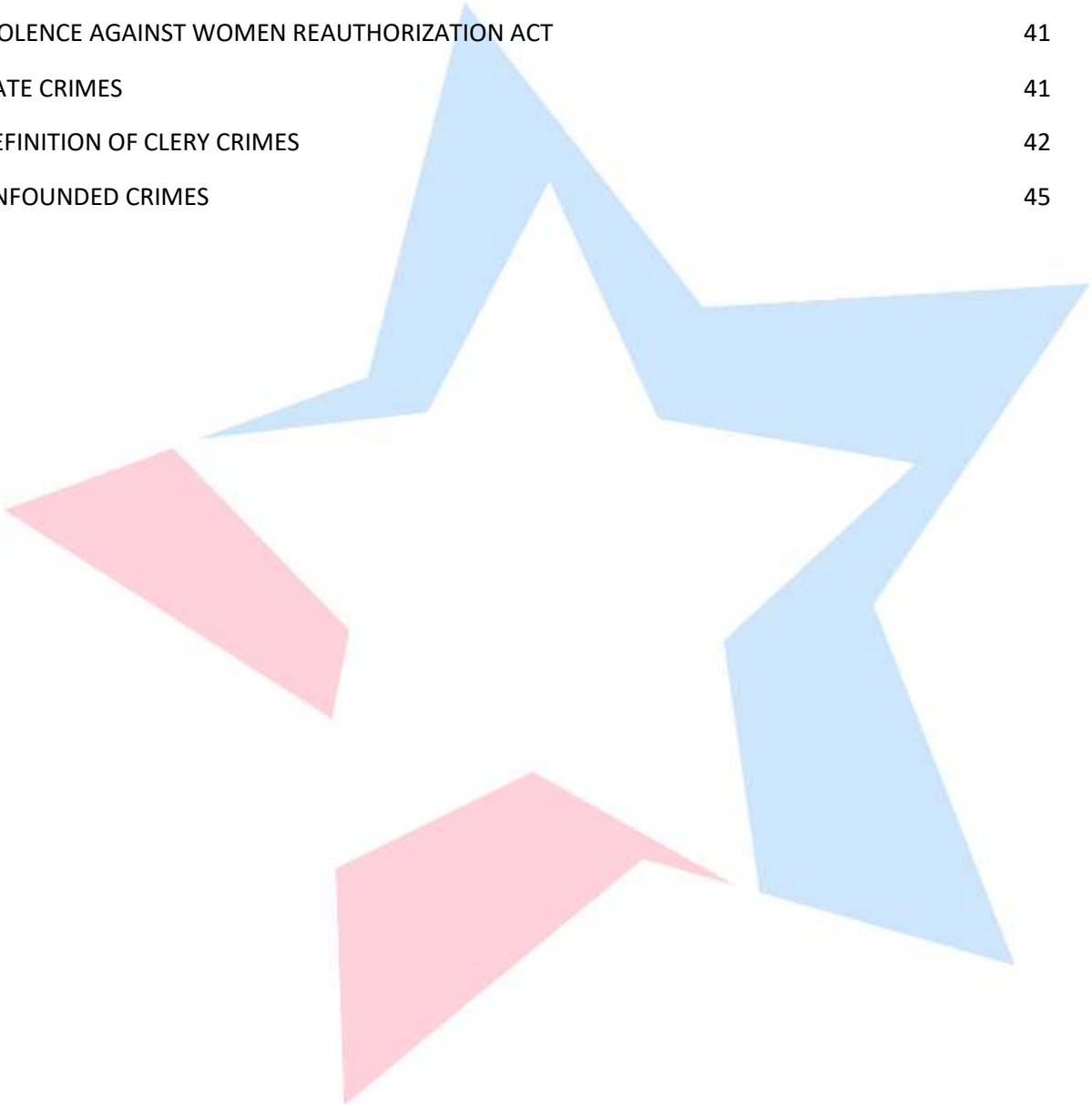
For more information on school security or Drug Free Clubs of America, contact WCSCC at 330-669-7070



Table of contents

INTRODUCTION	4
THE CLERY ACT	4
IMPORTANT PHONE NUMBERS	5
WCSCC SECURITY PERSONNEL	6
WCSCC SAFETY AND SECURITY COMMITTEE	6
CAMPUS SAFETY	7
CAMPUS SECURITY	7
EMERGENCY PROCEDURES	8
MISSING STUDENT NOTIFICATION	8
DISSEMINATION OF EMERGENCY SITUATIONS	8
SAFETY AND SECURITY TOOLS	9
MEDICAL EMERGENCIES	11
REPORTING OF CRIMES	12
SEXUAL OFFENSE POLICY/PROCEDURE	12
DISCIPLINARY ACTIONS	17
FIREARMS, KNIVES, AND OTHER DANGEROUS WEAPONS	18
WRITTEN NOTIFICATION	19
SAFE OPTIONS FOR BYSTANDER INTERVENTION	19
RISK REDUCTION	20
UNLAWFUL DISCRIMINATION AND RETALIATION	22
INVESTIGATION AND COMPLAINT PROCEDURE	24
INFORMAL COMPLAINT PROCEDURE	25
FORMAL COMPLAINT PROCEDURE	27
ANONYMOUS COMPLAINT	31
PRIVACY/CONFIDENTIALITY	31
SANCTIONS AND MONITORING	32
EDUCATION AND TRAINING	33

ALCOHOL AND DRUG PREVENTION	33
STUDENT CODE OF CONDUCT	37
GRIEVANCE POLICY/PROCEDURE	38
CRIME STATISTICS	39
SUMMARY OF CRIMES FOR PAST 3 YEARS	40
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT	41
HATE CRIMES	41
DEFINITION OF CLERY CRIMES	42
UNFOUNDED CRIMES	45



Introduction

Wayne County Schools Career Center (WCSCC) prepares this safety report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding WCSCC. Each entity provides relevant statistics to comply with the Act.

Crime statistics reported include those reported to local administration and police departments. Each year students are sent an email notification providing access to the crime statistics. In the event that a situation arises at Wayne County Schools Career Center, that, in the judgment of the administration constitutes an ongoing or continuing threat, a student wide, timely warning will be issued through Remind – a service that sends out important messages and notifications to registered recipients quickly and effectively - and other sources of media transmission. Every attempt is made to distribute the alert as quickly as possible; however, the release of the alert is subject to the availability of facts concerning the incidents.

The Clery Act

The safety of students, staff and visitors is an important concern of Wayne County Schools Career Center. This report is intended to raise your awareness and provide you with information to protect your safety and well-being.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formally known as the Crime Awareness and Campus Security Act requires postsecondary institutions to disclose and publish an annual security report. The annual Security Report is published every year by October 1st and contains three years of campus crime statistics and campus security policy statements in accordance with the Clery Act. In addition, it includes reported campus crimes, arrests and referral statistics to local law enforcement agencies and designated campus officials.

****Wayne County Schools Career Center does not have on or off campus housing nor does it have student organizations. Therefore, no crime statistics or policies pertaining to such are included in this report.**

Important Phone Numbers

***For all life-threatening emergencies,
DIAL 911***

Non-emergency:	Smithville Police Department	330-669-3471
	Wayne County Sheriff's Office	330-287-5750
	Central Fire District	330-669-2091
Office of Emergency Management		330-262-9817
American Electric Power		1-888-710-4237
Dominion East Ohio Gas - Daytime		330-262-8010
Dominion East Ohio Gas – 24 hours		1-877-542-2630
Smithville Water-Sewer Department		330-669-2633
Wayne County Health Department		330-264-9590
OSHA (Occupational Safety & Health Administration)		1-800-321-6742
Poison Control		1-800-222-1222
Staff: 330-669-7070		
Adult Education Office		1320
Director of Operations/Nursing Supervisor		6001
High School Principal		1024
Maintenance Supervisor		5010
School Nurse		1110
Superintendent		6160
Supervisor of Career Tech		1322
Supervisor of Manufacturing Technologies		1022

Please Note:

- 1- To make an outgoing call from a school phone, you must first dial 8.
- 2- When dialing 911 from a school phone, it is not necessary to dial 8 first.
- 3- When dialing 911, it is recommended to use a landline when possible because a dispatcher can easily determine your location, which results in a much quicker intervention.

WCSCC Security Personnel

Day:

Wayne County Schools Career Center has an assigned School Resource Officer and a Safety Security Monitor on site during the day.

Evening:

The Adult Education Safety Coordinator serves in the role of security for evening classes. We have the direct support from our local Police Department for any situations that may arise.

WCSCC Safety and Security Committee

WCSCC Safety and Security Committee is chaired by the Director of Operations. Safety and security procedures are reviewed and discussed at regularly held meetings. The committee is comprised of administrators, selected staff and local law enforcement.

- Assisting with the development of our security plans.
- Ongoing assessments of our current security procedures and recommendation of ways to improve.
- Sharing important security concerns between the community and the Career Center.
- Arranging for the participation of emergency personnel in our safety drills.
- Discussing available options for safety and security training for staff.

Campus Safety

All exterior doors to the main building are locked from 8:05 a.m. through the remainder of the day during the school year when the high school is in session.

The Adult Education building (separate from the high school) front doors remain open Monday – Thursday from 8:30 a.m. to 8:30 p.m. and Fridays from 8:00 a.m. to 4:00 p.m.

All visitors are identified at the main office prior to admittance to the building.

Large, well-lit parking lots are provided.

Escorts are provided to staff and students at individual requests.

WCSCC fingerprints every potential employee in order to obtain a criminal history background check.

Campus Security

It is the policy of Wayne County Schools Career Center that any criminal activities or emergencies be reported immediately to the appropriate authorities.

Notification should then be made to any available staff member, who will report the incident to the supervisor on duty. All emergencies and criminal activities will be reported to the Manager of Adult & Community Education, Director of Operations and to the Superintendent.

WCSCC maintains a close working relationship with the Smithville Police Department. A Resource Officer from the Wayne County Sheriff's Office is assigned to WCSCC, and on-duty officers routinely patrol the WCSCC grounds. Students will be notified of emergencies per the WCSCC Health and Safety Plan, which may be viewed at <http://www.wayne-jvs.k12.oh.us> .

For student information, a list of registered sex offenders may be viewed at the Wayne County Sheriff's website,

<http://www.waynecountysheriff.com/sex-offenders>

Emergency Procedures

Response – The Incident Command System (ICS) is utilized when responding to incidents and the WCSCC works with local safety agencies to manage, mitigate, and recover from incidents.

Evacuation – Evacuation will take place if it is determined that it is safer outside than inside the building (fire, explosion, hazardous material, intruder) and staff, students and visitors can safely reach the evacuation location without danger (see WCSCC Emergency Operations Plan).

Shelter-in-place – The shelter-in-place procedure provides for refuge for students, staff and the public inside the school building during an emergency. Shelter-in-place is used when evacuation would place people at risk. Everyone should remain inside the building until told it is safe to come out (see WCSCC Emergency Operations Plan).

Missing Student Notification

If there is reason to believe that a student is missing, notify the school administration immediately. The WCSCC will notify local law enforcement and immediately initiate an effort to locate the student. All notifications will be made by law enforcement.

Dissemination of Emergency Situations

It is the policy of Wayne County Schools Career Center that any criminal activities or emergencies be reported immediately to the appropriate authorities. Notification should then be made to any available staff member, who will report the incident to the supervisor on duty. All emergencies and criminal activities will be reported to the Manager of Adult & Community Education, Director of Operations and to the Superintendent.

At times, it may be necessary to alert student and staff of specific situations; below are examples of several mass notification methods used by Wayne County Schools Career Center:

- Remind: This service sends out important messages to registered recipients quickly and effectively.
- PA (Public Address Announcer): This method is used to communicate important messages internally. Announcements can be made via a designated microphone located in the main office or by using classroom or office telephones.
- Website: School officials use this method when they need to disseminate urgent messages or updates to a larger population.
- Local Media: This method is usually utilized when major announcements or emergency-related updates of utmost importance are intended to reach a much larger population.

Safety and Security Tools

Campus security has become a major concern for many people across the nation, including but not limited to: school staff and administration, students and their parents, law enforcement agencies and government officials. Everyone shares the same concern and the same goal. The concern is, a life-threatening emergency taking place in a school building or on campus, and the goal is, to be prepared to address any emergency that occurs. WCSCC staff have received training in Incident Command and responding to critical incidents on campus. The Incident Command System (ICS) is utilized when responding to incidents and the WCSCC works with local safety agencies to manage, mitigate, and recover from incidents.

At Wayne County Schools Career Center, we realize that an emergency can occur at any given time without a warning. Therefore, we continually perform security assessments in order to determine where we stand and what needs to be improved. Below are examples of the tools and measures that we have in place to help us achieve and maintain the highest level of security:

a) Surveillance system:

- All building and campus activities are monitored and recorded 24 hours a day, 7 days a week.
- Recordings are saved and can be retrieved when necessary.

b) Access Control System:

- A state-of-the-art electronic door locking system is installed and active.
- Entry doors to the building and certain office areas automatically lock and unlock according to a preset time schedule.
- Doors that are programmed to remain locked require a key fob (key card) with the proper access level for entry.
- All key fob activities are recorded and a card history report with specific data can be generated when necessary.
- In the event of an emergency in which a lockdown becomes necessary, the building can be secured with the push of a button.

c) Emergency Procedures Reference Guide:

- An emergency preparedness guide (The Health & Safety Plan) has been developed, and is continually evaluated and updated.
- This guide has been designed to identify various security threats and to assist staff and administration in handling and/or reacting to them.
- A copy of this guide has been distributed to all staff and local law enforcement agencies. In addition, an online copy of this guide is currently available on our website www.wccsc.org

d) Drills:

- At Wayne County Schools Career Center, we conduct various safety drills regularly; Fire, Tornado, Lockdown...etc.
- We encourage the participation of our local Police and Fire departments in our safety drills as we believe it is extremely important for the emergency first responders to be familiar with our building.
- Wayne County Schools Career Center has adopted the A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) concept in an active shooter emergency situation and all of our staff members have received the proper training associated with it.
- Upon completion of each safety drill, instant feedback is given by staff and administration. This feedback is a vital for the purpose of our ongoing security assessment and evaluation process.

e) Fire and Burglar Alarm System

We have a Fire Alarm system, made by Siemens with an Intelligent addressable fire alarm control panel. We also have addressable Thermal (heat) and photoelectric smoke detectors. Our burglar system is called Entrapass by Kantech. The system has magnetic relays at the main doors and overhead doors. We have motion detectors throughout the building. We have 117 alarm points monitored 24/7 by Silco fire and security.

f) AED's, Bleeding Control Kits and Fire Extinguishers:

There are several Automated External Defibrillators (AED's), bleeding control kits and fire extinguishers at Wayne County Schools Career Center. They are strategically placed throughout the building.

g) Hazardous materials:

- All labs are equipped with eye-wash stations and first aid kits are assigned by program.
- An up-to-date MSDS (Material Safety Data Sheet) binder is placed in all areas in which chemicals/hazardous materials are used.
- All classrooms and labs in our Health Department have sharps containers for the safe disposal of needles and other sharp objects.

Medical Emergencies

School Nurse (High School Days Only): The school nurse is able to respond to various medical emergencies when needed. The school nurse will assess the extent of the emergency in order to decide whether on site treatment is possible or if EMS should be notified.

***ALL MEDICAL EMERGENCIES OF A SERIOUS
NATURE: DIAL 911***

Evening –the Safety Coordinator will assess the extent of the emergency in order to decide whether on site treatment is possible or if EMS should be notified.

Reporting of Crimes

WCSCC expects all students to follow school policies and state laws. Any infraction is expected to be reported promptly. As adults and contributing members of society the expectation is that students and staff will conduct themselves in a way to promote campus safety. Any suspicious activity or person seen in the parking lots, loitering around vehicles or inside the building should be reported immediately. Students and staff will be made aware of resources related to Campus Safety and Security at Orientations.

WCSCC encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Please note: Police reports are public records under state law, WCSCC and local police departments cannot hold reports of crime in confidence.

Students may report crimes directly and voluntarily to any district administration personnel but their first attempt to report the crime should be to their program supervisor:

- Lynette Boggs: Manufacturing Technologies
- Lynn Moomaw: Practical Nursing
- Sandy Elliott: Administrative Office Professionals, Cosmetology, Dental Assisting, Nurse Aide, Medical Assisting, Phlebotomy, General Interest, Law Enforcement, and Literacy Education Programs.

Sexual Offense Policy/Procedure

Harassment is prohibited. Any harassment is to be reported immediately to a supervisor or other member of Adult & Community Education Administration.

WCSCC prohibits the crimes of sexual assault, dating violence, domestic violence, and stalking. Allegations of sexual assaults will be promptly investigated and an appropriate action will be taken against the offender.

The Clery Act requires definitions of the terms “sexual assault”, “domestic violence”, “dating violence”, and “stalking” as used in our institution’s jurisdiction for educational and awareness purposes. The following related definitions are from the Ohio Revised Code. Please note that these definitions may be different

from the definitions used for Clery Act statistical reporting purposes. Clery Act definitions are provided in the back of this report.

Sexual conduct - ORC Section 2907.01 (A), means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

Sexual contact - ORC Section 2907.01 (B), means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

Sexual assault –The Ohio Revised Code does not have a specific definition. (See Rape below.)

Rape - ORC Section 2907.02:

(A)

(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

(a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

(b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.

(c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

Domestic violence - ORC Section 3113.31

(A) As used in this section:

(1) "Domestic violence" means the occurrence of one or more of the following acts against a family or household member:

(a) Attempting to cause or recklessly causing bodily injury:

(b) Placing another person by the threat of force in fear of imminent serious physical harm or committing a violation of section 2903.211 or 2911.211 of the Revised Code:

(c) Committing any act with respect to a child that would result in the child being an abused child, as defined in section 2151.031 of the Revised Code:

(d) Committing a sexually oriented offense.

(2) "Court" means the domestic relations division of the court of common pleas in counties that have a domestic relations division and the court of common pleas in counties that do not have a domestic relations division, or the juvenile division of the court of common pleas of the county in which the person to be protected by a protection order issued or a consent agreement approved under this section resides if the respondent is less than eighteen years of age.

(3) "Family or household member" means any of the following:

(a) Any of the following who is residing with or has resided with the respondent:

(i) A spouse, a person living as a spouse, or a former spouse of the respondent;

(ii) A parent, a foster parent, or a child of the respondent, or another person related by consanguinity or affinity to the respondent;

(iii) A parent or a child of a spouse, person living as a spouse, or former spouse of the respondent, or another person related by consanguinity or affinity to a spouse, person living as a spouse, or former spouse of the respondent.

(b) The natural parent of any child of whom the respondent is the other natural parent or is the putative other natural parent.

(4) "Person living as a spouse" means a person who is living or has lived with the respondent in a common law marital relationship, who otherwise is cohabiting with the respondent, or who otherwise has cohabited with the respondent within five years prior to the date of the alleged occurrence of the act in question.

Menacing by stalking - ORC Section 2903.211

(A)

(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to

the other person or a family or household member of the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

(2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following:

(a) Violate division (A)(1) of this section:

(b) Urge or incite another to commit a violation of division (A)(1) of this section.

(3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

Dating Violence - The Ohio Revised Code does not have a specific definition of dating violence.

Consent - ORC Section 5924.120 (3), means words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person.

Being a victim of a crime can have devastating effects on any individual. A victim's physical and emotional trauma resulting from a sexual assault can last a lifetime. Therefore, preventing sexual assaults from occurring is a high priority. In an effort to prevent such crimes, Wayne County Schools Career Center raises awareness of sexual misconduct, harassment and other sexual-related crimes among students and employees.

Although Wayne County Schools Career Center does not provide on or off-site specialized counseling services to sexual assault victims, the Adult Education Student Advisor can provide victims with a professional referral. The advisor will also provide the student or employee a written explanation of the student's or employee's rights and options.

If you become a victim of a sexual assault on campus, immediately seek shelter in a safe location then report the incident to the Police and school administration.

Below are the recommended steps of action for reporting a sexual assault:

- Get to a place of safety as soon as you can.
- It is important to preserve all physical evidence that may assist in proving that the alleged criminal offense occurred. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Do not eat, drink liquids, smoke, or brush teeth if oral contact took place.
- Get medical attention as soon as possible to make sure you are physically well and to permit collection of important evidence.
- Report the incident in a timely manner to campus security and the local Police. (Time is a critical factor for evidence collection and preservation).

Reporting a sexual assault incident to the Police is at the discretion of the victim. However, filling a Police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution that cannot be obtained later.
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- To take action which may prevent further victimization.
- To apprehend the assailant.

Wayne County Schools Career Center will fully cooperate and assist law enforcement agencies with any investigation related to sexual assault crimes occurring on campus.

Protecting the safety and wellbeing of everyone on campus is a priority of Wayne County Schools Career center. Some types of incidents, especially domestic violence, dating violence, sexual assault, and stalking may require special arrangements/accommodations by the school to ensure the safety of the victims or potential victims while on campus.

Wayne County Schools Career Center can facilitate changes to the victim's academic and/or daily working conditions, provide extra time to complete or retake classes, and provide security escorts to the victim in the building and on grounds when requested. Adjustments may also be made to the victim's externship schedule.

Any publicly available recordkeeping, including Clery Act reporting and disclosures, will be completed without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994. Any accommodations or protective measures provided to the victim will be maintained as confidential, to the extent that maintaining such confidentiality would not impair the ability of the school to provide such accommodations.

In some cases, security personnel and school administration are alerted when there is an active court-ordered protection order involving a student or an employee. The WCSCC will make these accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime. Students or employees who have obtained a legal protection order, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court should file a copy of the order with the WCSCC. This information can assist in preventing potential crimes.

Disciplinary Actions

The WCSCC Board of Education is responsible, by law, for regulating student, visitor, and employee conduct. In the case of student or employee conduct which involves an alleged or proven violation of criminal law, police authority may be invoked. Disciplinary action may be taken if the conduct also involves a violation of school standards, or if the interests of the academic community are distinct from those of civil authority.

Proceedings for disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking will:

- Provide prompt, fair, and impartial process from the initial investigation to the result.
- Be conducted by officials who receive annual training on the issues related and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and the accused shall be simultaneously informed in writing of the outcome when such results become final.

Firearms, Knives, and Other Dangerous Weapons

It is illegal in the state of Ohio to possess any type of a firearm in or on the buildings or grounds of any school, with exceptions noted in ORC 2923.122. This prohibition includes the conveyance or possession of any dangerous ordnance or any object indistinguishable from a firearm. For more information, please refer to “ORC 2923.122 Illegal conveyance or possession of deadly weapon or dangerous ordnance or of object indistinguishable from firearm in school safety zone”. Students are prohibited from bringing firearms, knives, or other dangerous weapons (such as razors, explosives, poisons, gases, drugs, etc.) on school property, in school vehicles, to school-sponsored activities, or on any other property which is used by the Board. Students bringing a firearm, knives, or other dangerous weapons will be dismissed immediately. WCSCC has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Written Notification

The WCSCC will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims. The WCSCC will also provide to students and employees on an introductory and ongoing basis, prevention and awareness materials on the crimes covered above to include bystander intervention and risk reduction.

Safe Options for Bystander Intervention

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. It encourages people to watch out for each other.

Be aware of those behaviors and situations that appear to be inappropriate, coercive or harassing. If you see someone in danger or in a situation that doesn't feel right:

- Create a distraction to help the person get to safety. If it is a friend, join the conversation and suggest that you leave, ask them to go to the restroom with you, etc. Make up an excuse to get them out of a potentially dangerous situation.
- Observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get him or her to a safe place.
- If you feel someone is at risk and you feel safe, find a way to de-escalate the situation and separate the parties. Ask the person directly if they need help or feel uncomfortable.
- Enlist others if needed. Call in friends or other people to remind someone behaving inappropriately that their actions should be respectful.
- Take steps to curb someone's use of alcohol before problems occur.
- Do not hesitate to call the authorities if needed.
- Be aware that men can also be victims of domestic violence, dating violence, stalking and sexual assault.

Risk Reduction

Tips for reducing your risk of sexual assault

The following information is provided to members of our campus community in an attempt to reduce their risk of sexual assault:

- Be aware of your surroundings.
- Walk with purpose, look confident. Walk only in lighted areas after dark.

- Travel with a friend or in a group. Make an agreement with your friends to look out for each other. If you go to a party, arrive together, check in with each other frequently and leave together. If you are uncomfortable with the plans, speak up.
- Trust your instincts. If you start to feel uncomfortable due to a situation or location, trust your gut and get out.
- Make sure your cell phone is with you, is charged, and that you have extra money to get home.
- Avoid drinking too much alcohol.
- Watch your beverages. Do not leave them unattended or accept a drink from someone you do not know or trust.
- If you are going out with someone new or someone you met on an internet-dating site, meet him or her in a public place or have a group date. Do not give them your address until you are comfortable.
- Know your sexual limits and that you always have the right to say “No”. You can say “No” even if you’ve been flirting, making out, said “Yes” then changed your mind, or you’ve had sex with the person before.
- Keep the doors to your car and home locked.

Tips for reducing your risk of dating violence, domestic violence, or stalking

Know the warning signs for potentially abusive relationships. Abuse can be verbal and emotional, as well as physical.

- Extreme jealousy.
- Controlling behavior, checking up on you, questioning you about where you have been or whom you have been with.
- Quick involvement, “love at first sight”.
- They blame others for their problems.
- They abuse alcohol or other drugs.
- A history of trouble with the law, fighting, or destroying property.
- The abuser forces you to have sex when you do not want to.
- The abuser attempts to isolate you from family or friends.
- Cruelty to other family members, animals or children.
- The abuser says cruel and harmful things to you, calls you names, says you are stupid or crazy, or puts down your accomplishments.
- The abuser threatens you.
- They blame all arguments and problems on you.

- They threaten to kill themselves if you break up with them, say they cannot live without you.
- You feel afraid of them or afraid to break up with them.

If you are in an abusive relationship

- Make a plan for how you are going to leave, where you will go, and how to cover your tracks. Make one plan if you have time to prepare and an emergency plan if you need to leave in a hurry.
- Pack a bag with spare car keys, your driver's license, credit card numbers, checkbook, money, phone numbers, spare clothing, and medication.
- Go to a doctor or hospital as soon as possible if you are hurt. Keep a copy of the record.
- Keep evidence of abuse; pictures of bruises or other injuries, torn or bloody clothing, pictures of your home messed up after violence, text or phone messages, etc. as evidence in the event you later wish to pursue legal action.
- Leave when the abuser will least expect it so you have more time to get away.
- Call the police to ask them to escort you out of the house as you leave.

If you are a victim of stalking

- If you are receiving unwanted telecommunication, send the offender a message stating, "Please do not contact me anymore by any means."
- Stop all further contact and communication with the stalker.
- Carry a cell phone and emergency money. Be sure your cell phone is charged.
- Have a safe place to go in an emergency.
- Try not to travel alone.
- Vary your routes to and from work or school. Change your routines.
- Be careful about the personal information you are posting on social media.
- Keep your address confidential whenever you can. Tell friends and neighbors not to give your address to anyone.
- Alert co-workers, classmates, and the WCCSCC regarding your situation.
- Create a stalking log recording time, date, and information about stalking encounters as evidence in the event you wish to pursue legal action.

Definitions

Unlawful Discrimination and Retaliation

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators")

Matt Brown, High School Principal, 330-669-7000,
mbrown@wcsc.org

Lynn Moomaw, Director of Operations, 330-669-7000,
lmoomaw@wcsc.org

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the Compliance Officer (CO) within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, WCSCC will not retaliate

Discrimination – Unfair or unequal treatment of an individual (or group) based on certain characteristics, including:

Age

Disability

Ethnicity

Gender

Marital Status

National Origin

Race

Religion

Sexual Orientation

Retaliation – recipients of federal funds are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Federal Civil Rights law.

against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Board Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Supervisor believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Supervisor shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Supervisor shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Supervisor informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any WCSCC employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any WCSCC employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify school security or the Safety Coordinator and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). You should file your complaint as soon as possible. In some instances, you may have only 180 days after the alleged incident. In others, you may have at most one year after the alleged incident to file with OCR. The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Board Policy 2260 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint

process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or Student records policy. (See Board Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Supervisor, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Director, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the dates and times of occurrence; the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Non- Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation, which may be recorded, will include:

- A. interviews with the Complainant and representation, if requested;

- B. interviews with the Respondent and representation, if requested;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations;
- E. review of appropriate and related policies.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the

additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, she/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Anonymous Complaints

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

WCSCC encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Please note: Police reports are public records under state law, WCSCC and local police departments cannot hold reports of crime in confidence.

Students may report crimes directly and voluntarily to any district administration personnel but their first attempt to report the crime should be to their program supervisor:

- Lynette Boggs: Manufacturing Technologies
- Lynn Moomaw: Practical Nursing
- Sandy Elliott: Administrative Office Professionals, Cosmetology, Dental Assisting, Nurse Aide, Medical Assisting, Phlebotomy, General Interest, Law Enforcement, and Literacy Education Programs.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to

disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State and Federal law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

If You Need Help

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Alcohol and Drug Prevention

As your support team while you are completing your technical training, we feel it is important for us to make you aware of the impact Drugs and Alcohol can have on your employment. Alcohol and drug use among employees and their family members can be an expensive problem for business and industry, with issues ranging from lost productivity, absenteeism, injuries, fatalities, theft and low employee morale, to an increase in health care, legal liabilities and workers' compensation costs. We want to provide you with resources to be successful therefore a handout has been prepared, and is available; to educate you on various drug related issues.

Wayne County Schools Career Center is proud to be a "Drug free" campus and complies with the Drug Free Work Place Act and the Drug Free Schools and Campuses Act. In an effort to prevent the illicit use of drugs and alcohol by students and employees, the school has developed a policy that provides services

WCSCC encourages any students and employees who may have a problem with the use of drugs or alcohol to seek professional advice and treatment.

Local support and treatment programs include:

Anazao Community Partners

Arrow Passage Recovery

OneEighty

WHIRE – Wayne. Holmes. Information. Referral. Exchange.

330-263-6363

Alcoholics Anonymous:

Akron 330-253-8181

Canton 330-491-1989

Mansfield 419-522-4800

related to treatment and prevention of drug and alcohol use and abuse. This policy includes dissemination of informational materials, disciplinary actions; and a list of educational programs, and referrals for outside-specialized counseling and treatment programs. This Policy applies to both on campus and off campus related activities.

Drug and Alcohol educational materials are available to students and employees. Wayne County Schools Career Center is the first Adult Education center to participate in the Drug Free Clubs of America program. Students have the opportunity to drug test to voluntarily qualify for the program then are subject to random testing throughout their training program. Students that are part of the Drug Free Clubs of America program receive incentives for their participation and are moved to the top for all placement related opportunities. Any student or staff requiring additional resources will be referred to STEPS and or Ana-azo, alcohol and drug counseling and rehabilitation agencies.

The possession, sale or the furnishing of alcohol or drugs at Wayne County Schools Career Center is forbidden by board policies and state laws.

Wayne County Schools Career Center has been designated “Drug free” and in no circumstances is the consumption of alcohol or drugs permitted. The Possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school administration and local law enforcement agencies. Violators are subject to disciplinary actions by the school, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation for anyone to consume or possess alcohol in any public or private area of Wayne County Schools Career Center.

The following board policies are in place related to substance and drug use:

Board Policy on Substance Abuse (4170)

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of classified staff. When

appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A classified staff member having an illness or other problem relating to the use of alcohol or other drugs including, controlled substances, medications not prescribed by the employee's physician, or medications not taken as prescribed, will receive the same careful consideration and offer of assistance that is presently extended to classified staff having any other illness.

The responsibility to correct unsatisfactory job performance, attendance or behavioral problems resulting from a suspected health problem rests with the classified staff member. Additionally, regardless of whether a classified staff member has an illness or other problem relating to the use of alcohol or other drugs it remains the responsibility of the classified staff member to report to work and perform his/her duties in a fit and appropriate condition at all times. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

If a classified staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the classified staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption). The Board directs the Superintendent to establish guidelines and post a notice advising employees that the results of, or the employees refusal to submit to an alcohol or other drug test may affect an employee's right to receive workers' compensation benefits.

If a classified staff member voluntarily requests counseling or assistance before the Board learns of the classified staff member's substance abuse problem (through a positive test result or otherwise), the classified staff member's job

security or promotion opportunities will not be jeopardized by his/her request for counseling or referral assistance. A classified staff member may not avoid the consequences of a positive test by requesting counseling or assistance for a substance abuse problem after being instructed to submit to a drug test.

Classified staff who suspect they may have an alcoholism or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

R.C. 2925.01 et seq., 3793.02, 3719.01 et seq., 4123.54
Rehabilitation Act of 1973, 29 U.S.C. 794

Board Policy on Drug Prevention (5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute and Federal Law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. Any substance that is a look-alike to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles and/or at any school-sponsored event.

Student Code of Conduct

Students are expected to treat staff, substitute teachers, clinical faculty, guest lecturers and other students with courtesy, dignity, and respect. Student behavior must reflect the high ideals and integrity of the Career Center. Actions deemed disruptive to the educational process will result in the following progressive disciplinary measures: (note – disciplinary measures may begin at any point below based on the actions of the student)

- A conference/counseling session with the classroom instructor
- Referral to the appropriate Career Services Advisor who will develop a written plan of action to address the problem
- Presentation of the problem to the Appeal Committee for recommended action, which may include dismissal

Inappropriate behavior that occurs outside of school and involves law enforcement may also impact your enrollment status.

Board Policy on Student Conduct (5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;

- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically.

R.C. 3313.20, 3313.534, 3313.66, 3313.661

Grievance Policy/Procedure

The Wayne County Schools Career Center values your feedback so that we may ensure the education you receive is of the highest quality. Concerns should be initially discussed with the classroom instructor. If the situation is not resolved, contact your student advisor. Unresolved concerns should be referred to the Adult Education Administration in writing. A record of these written concerns will be maintained. If complaints are not satisfactorily addressed an appointment may be requested with the Superintendent.

After all attempts to voice a concern have been made within the district, a formal complaint procedure is available. For issues that have not been settled through school processes, the student or employee has the right to petition help from the Director of the Office for Civil Rights, Ohio Department of Higher Education, or the accreditation agency (Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350. 770-396-3898, www.council.org) or any other applicable agency.

Crime Statistics

WCSCC publishes this annual report to comply with the statutory mandates imposed by the Jeanne Clery Act. The statistics are gathered, correlated and published annually by the WCSCC in this document entitled “Annual Security Report”. This report is prepared in cooperation with the surrounding local law enforcement agencies of the WCSCC.

The Annual Security Report does not include any personally identifying information about the victims or other individuals involved in the crimes reflected in the statistics.

Summary of Past Three Years	2016		2017		2018	
Criminal Offense Including Hate Crimes	On Campus	On Public Property Adjacent to Campus	On Campus	On Public Property Adjacent to Campus	On Campus	On Public Property Adjacent to Campus
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sexual Assault/Sex Offenses:						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes:						
Simple Assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0
Number of Arrests for Crimes						
Illegal weapons possession	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Number of persons referred for Disciplinary Action						
Illegal weapons possession	4	0	1	0	0	0
Drug law violations	4	0	4	0	19	0
Liquor law violations	3	0	1	0	3	0

The Violence Against Women Reauthorization Act of 2013 (VAWA) amended the Clery Act. In compliance with the Violence Against Women Reauthorization Act of 2013 (VAWA), Wayne County Schools Career Center has included the following crimes in its annual statistical and procedural information disclosure: domestic violence, dating violence, sexual assault, and stalking.

	2016		2017		2018	
VAWA Offenses:	On Campus	On Public Property Adjacent To Campus	On Campus	On Public Property Adjacent To Campus	On Campus	On Public Property Adjacent To Campus
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Hate Crimes - A hate crime is a criminal offense committed against a person or property, which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity. For Clery purposes, hate crimes include any offense in the following list that is motivated by bias: Murder/non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking,

larceny/theft, simple assault, intimidation, and destruction/damage/vandalism of property.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

For a hate (bias) related crime, we also must provide information about the type of bias involved in the crime, race, religion, ethnicity, gender, sexual orientation, disability, national origin, or gender identity.

DEFINITIONS OF CLERY CRIMES

As per the Uniform Crime Reporting Handbook:

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an

aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where vehicles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

*Note: The above listed crime definitions are from the Uniform Crime Reporting Handbook

Sexual Assault/Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injury, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

UNFOUNDED CRIMES:

A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any matter.